

SELF SERVICE CENTER

INSTRUCTIONS FOR REQUEST FOR HEARING AND NOTICE OF HEARING (Simplified Modification)

COMPLETE THIS FORM IF:

- ◆ A ***“Request to Modify Child Support Pursuant to Guidelines”*** (Simplified Procedure) has been filed, and you want to have a hearing to explain your position.

TO REQUEST A HEARING YOU WILL NEED:

- ◆ A copy of the ***“Request to Modify (Change) Child Support,”*** and
- ◆ A completed ***“Parent’s Worksheet for Child Support Amount.”***

NOTE: There may be a charge for filing this Request. There may be other charges including an appearance fee if this is your first appearance in this case. If you cannot pay these fees, you may request the fees be deferred. The Clerk of the Superior Court and the Self-Service Center have the necessary forms to ask for a fee waiver or deferral.

FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

1. Fill in the name, address, and phone number of the person filing the form. (The spaces marked “representing” and “state bar number” are used only if an attorney is preparing this form.)
2. Fill in the name of the county that appears in this space on the ***“Request to Modify (Change) Child Support.”***
3. Fill in the name of the person shown as the Petitioner on the ***“Request to Modify (Change) Child Support.”***
4. Fill in the name of the person shown as the Respondent on the ***“Request to Modify (Change) Child Support.”***
5. Fill in the case number that appears on the ***“Request to Modify (Change) Child Support.”***
6. Date and sign here before a Notary Public or a clerk of court. By signing, you are stating under oath that the contents of this ***“Request for Hearing”*** are true and correct to the best of your knowledge.
7. Leave this area blank. It will be completed by personnel at the Office of the Clerk of the Superior Court when you file these documents.
8. List the name and current mailing address of the other party to this action. If you are using the child support services of the Department of Economic Security (DES) or if the other party answered YES to item 13 on the Request to Modify (Change) Child Support, you **MUST** also mail a copy of this Request for Hearing and Notice of Hearing to the Department of Economic Security.
9. Sign and date the form to indicate that you will mail the ***“Request for Hearing”*** and ***“Notice of Hearing”*** as indicated.

WHEN YOU HAVE COMPLETED THIS FORM:

- ◆ Make a copy of the form and a copy of your completed worksheet **for each party**. Give the originals and copies to the Clerk of the Superior Court. The Clerk's office will **fill in and sign the notice**.

IMMEDIATELY AFTER THE COURT SETS THE HEARING AND FILLS IN THE INFORMATION IN NUMBER 7:

- ◆ You must send the ***“Request for Hearing”*** and ***“Notice of Hearing”*** as indicated in item 8.